

Training &  
Placement

# Placement Policy

2025-2026

Training & Placement Office - Don Bosco  
College of Engineering, Goa

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The Placement Policy is applicable to all final year students at Don Bosco College of Engineering and is to be followed during the entire placement season.

1. All final year students graduating in 2026 need to register through the prescribed Google Forms with accurate information.
2. Filling and keeping the personal and academic information updated with the T&P Cell is the responsibility of the student. The T&P Cell will not be held responsible in case a student misses out on placements because of incorrect or missing details. A student who has not registered with the T&P Cell is not eligible and will not be allowed to sit for any placement process.
3. There are three types of placement process:
  - a. On-Campus Drives: The placement process for these will be conducted in Don Bosco College of Engineering or any other college in Goa or nationally with due permission of the T&P Cell.
  - b. Off-Campus Drives: The T&P Cell may send you information of off-campus drives happening locally or nationally, but it is the students' prerogative to apply and attend the process. In case a student gets selected through off campus means, the student needs to inform the T&P office.
  - c. Online Campus Drives: The placement process will happen online through various online platforms.
4. The students should email their latest resume to the T&P cell as and when asked within the given deadlines. The resume file should be .doc file or .pdf and name of the file should contain their **First name Second name\_DBCE\_department**. e.g., Satya Naik\_Comp\_DBCE.doc or .pdf (use short forms- ECS, Comp, Mech, Civil)
5. For Campus drives, the following process will be followed:
  - a. The job postings along with the eligibility criteria and google form will be sent to respective Faculty Coordinators or Student Coordinators via mediums like WhatsApp/Email. The Faculty Coordinators will in turn forward to all the students of their class. The campus announcement may also be put up on the notice board.
  - b. The interested and eligible students will apply for the job latest by the last date mentioned in the google form and no late applications will be entertained.

- c. The student's database will be shared with the company.
  - d. Any student who submits names for placement drive and does not attend the same without prior written permission or any verbal intimation, will be debarred from placements for the entire season.
  - e. In case of any emergency or unlikely incident, the student is unable to attend the drive needs to communicate via email to the respective faculty placement coordinator and to [tpo@dbcegoa.ac.in](mailto:tpo@dbcegoa.ac.in) prior to the start of the drive.
  - f. On the day of placements, students should wear formal attire (uniform/color of the respective department) and need to be well dressed and look presentable.
  - g. Any student not wearing appropriate formal attire will be asked to leave and cannot attend the placement process.
  - h. Carry following documents during interviews including written test: Updated Resume, Hall ticket if applicable, Passport size photographs, Photocopy of relevant academic documents and other achievements, Stationary, Rough sheets of Paper(s), PAN Card/ Aadhaar/ Govt. approved Photo ID copy. Some jobs may require you to submit passport details.
  - i. I-card is mandatory for all interviews. The students should always wear ID-card.
  - j. In case a student is shortlisted for any initial rounds, he/she should attend the entire placement process. Any student not attending interviews after being present for initial rounds (whatsoever the reason) will be debarred from placements for the entire year.
6. A student who skips two consecutive placements without a prior written intimation to the T&P Cell will also be debarred from placements for the entire year.
  7. The students should maintain punctuality for all placements, training, and events.
  8. The college follows a One Job Policy which means once a student is selected by a company, he/she will not be eligible to attend future placement drives unless the following conditions hold true:
    - a. A student (placed) is allowed to appear only for DREAM job provided the difference in salary be above 3.00 LPA on the higher side.
    - b. A student having a NON-CORE job is allowed to appear for CORE and DREAM jobs.
    - c. A student with a DREAM offer cannot answer any future interviews, whatsoever.
  9. All the queries regarding placement drives will be handled by the respective faculty coordinator who will coordinate with the T&P Office.
  10. Once a student confirms acceptance of a job offer within the stipulated deadline provided by the company, they will not be permitted to decline the offer at a later stage, except in cases where they are applying for a Dream Job (as defined by the

Training and Placement Cell) through the college. Any violation of clause no. 10 will be addressed by a committee constituted by higher authorities.

### *CATEGORIES OF JOBS:*

Non-Core: IT job for Mech/Civil, Non-Technical Marketing, Non-Technical Services, Sales, etc.

Core: Job in respective discipline in any departments like Production, Operations, Purchase, Marketing, Service, Software Development, QA, Embedded systems, Pure Electronics, Communication, IOT etc. (not mentioned as non-core)

Dream: Salary above 6 LPA, in any field

Approved

Dr. Norman Dias

Training & Placement Officer

Don Bosco College of Engineering

The Placement Policy is prepared and approved by the Training and Placement Team for the Academic Year 2025-2026